



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 41

EFFECTIVE DATE: March 6, 2001; Revised 3/10/03; Revised 9/9/03

SUBJECT: Flexible Maximum Hire Rate For Mobile Equipment Operator/Light and Clerk 1, 2, 3 and 4 jobs in the Office of State Mail

AUTHORIZATION: Whitman J. Kling, Jr. Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective March 6, 2001, it is the policy of the Division of Administration (DOA) to utilize a Flexible Maximum Hire Rate for positions in the Mobile Equipment Operator-Light and the Clerk 1, 2, 3 and 4 job titles in the Office of State Mail.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to the Office of State Mail within the DOA.

IV. PROCEDURE:

As of September 9, 2003, when hiring employees in positions that are in the following job titles, the Office of State Mail will hire at the established Special Entrance Rate, which is attached:

- a) Mobile Equipment Operator - Light
- b) Clerk 1

- c) Clerk 2
- d) Clerk 3
- e) Clerk 4

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM A

Effective March 6, 2001, the Department of State Civil Service approved a Flexible Maximum Hire Rate for positions in the job titles of Mobile Equipment Operator - Light and Clerk 1, 2, 3 and 4 in the Office of State Mail Operations.

The following chart reflects:

1. The job code, title and pay level of the jobs affected, and
2. The September 9, 2003 biweekly minimum of the jobs affected, and
3. The actual hire rates that will be utilized by the DOA's Office of State Mail Operations when filling affected positions in these jobs from September 9, 2003 forward.

Job Code	Title	Pay Level	Biweekly Minimum 9/9/03	Biweekly Hire Rate 9/9/03
102910	Mobile Equipment Operator-Light	WS-206	\$540.00	\$560.00
121980	Clerk 1	AS-602	\$454.40	\$641.00
121990	Clerk 2	AS-603	\$486.40	\$686.00
138350	Clerk 3	AS-604	\$520.80	\$734.00
154020	Clerk 4	AS-605	\$557.60	\$785.00